

ENCOMPASS

Workshop: Accounts Payable

Start Exercise

Exercise 1: Accounts Payable – Voucher Inquiry

Step 1.

Navigate to the following menu path:

[Accounts Payable >> Review Accounts Payable Info >>](#)

[Vouchers >> Voucher](#)

Expected Results: Voucher Inquiry page displays.

Voucher Inquiry		
Search Criteria		
Search Name	<input type="text" value="ALL"/>	
	From	To
Business Unit	<input type="text" value="00050"/>	<input type="text" value="00050"/>
Invoice Id	<input type="text"/>	<input type="text"/>
Vendor SetID	<input type="text" value="STIND"/>	
Short Name	<input type="text"/>	<input type="text"/>
Vendor ID	<input type="text"/>	<input type="text"/>
Vendor Location	<input type="text"/>	
Invoice Date	<input type="text"/>	<input type="text"/>
Due Date	<input type="text"/>	<input type="text"/>
Entered Date	<input type="text"/>	<input type="text"/>
Origin Set ID	<input type="text"/>	
Origin	<input type="text"/>	<input type="text"/>
Control Group ID	<input type="text"/>	<input type="text"/>
Contract ID	<input type="text"/>	<input type="text"/>
Lease Number	<input type="text"/>	
Item ID	<input type="text"/>	<input type="text"/>

APSC01

Step 2.

Enter or Select the following information:

Business Unit: 00050
Vendor Setid: STIND
Vendor ID: 0000000012 (8 zeros)

Expected Results: Correct data entry.

Voucher Inquiry

Search Criteria

Search Name

ALL

From

00050

To

00050

Business Unit

00050

Invoice Id

Vendor SetID

STIND

Short Name

Vendor ID

0000000012

APSC02

Step 3.

Click

Search


.

Expected Results: Voucher Inquiry Results page displays.

Voucher Inquiry Results									
Customize Find View 100 First 1-100 of 300 Last									
Voucher Details Amounts More Details									
Business Unit	Voucher ID	Invoice Number	Invoice Date	Vendor ID	Accounting Entries	Match Status	Match WorkBench	Payment Information	Scheduled Payments
00050	00000336	X12568	09/01/2007	0000000012		No Match			
00050	00000337	SABPOVoucher	09/21/2007	0000000012		No Match			
00050	00000338	ZHPOVoucherTest	09/21/2007	0000000012		No Match			
00050	00000339	321456	09/01/2007	0000000012		No Match			
00050	00000340	X123984	09/24/2007	0000000012		No Match			
00050	00000341	ZHPOVoucher	09/24/2007	0000000012		No Match			
00050	00000342	CSPOVoucher	09/24/2007	0000000012		No Match			
00050	00000345	1000010404	09/24/2007	0000000012		No Match			
00050	00000347	ZH1234925	09/25/2007	0000000012		No Match			
00050	00000349	INVOICE12345656	09/25/2007	0000000012		No Match			
00050	00000350	MPABC1234	09/25/2007	0000000012		No Match			
00050	00000351	ZH123925	09/25/2007	0000000012		No Match			
00050	00000352	ZHTestBP_AM17	09/25/2007	0000000046		No Match			
00050	00000353	MP8500012	09/26/2007	0000000012		No Match			
00050	00000361	223	10/03/2007	0000000012		No Match			

APSC03

Step 4.

Click  to display all fields.

Expected Results: Fields displayed.

Voucher Inquiry Results															
Business Unit	Voucher ID	Invoice Number	Invoice Date	Vendor ID	Accounting Entries	Match Status	Match WorkBench	Payment Information	Scheduled Payments	Short Vendor Name	Transaction Currency	Gross Invoice Amount	Voucher Unpaid Balance	Unapplied Prepayments	Total Non-Merch
00050	00000336	X12568	09/01/2007	0000000012		No Match				3MCOMPANY-001	USD	5,000	0.000	0.000	0.000
00050	00000337	SABPOVoucher	09/21/2007	0000000012		No Match				3MCOMPANY-001	USD	5,000	0.000	0.000	0.000
00050	00000338	ZHPOVoucherTest	09/21/2007	0000000012		No Match				3MCOMPANY-001	USD	100,000	0.000	0.000	0.000
00050	00000339	321456	09/01/2007	0000000012		No Match				3MCOMPANY-001	USD	15,000	0.000	0.000	0.000
00050	00000340	X123884	09/24/2007	0000000012		No Match				3MCOMPANY-001	USD	10,000	0.000	0.000	0.000
00050	00000341	ZHPOVoucher	09/24/2007	0000000012		No Match				3MCOMPANY-001	USD	5,000	0.000	0.000	0.000
00050	00000342	CSPOVoucher	09/24/2007	0000000012		No Match				3MCOMPANY-001	USD	5,000	0.000	0.000	0.000
00050	00000345	1000010404	09/24/2007	0000000012		No Match				3MCOMPANY-001	USD	5,000,000	0.000	0.000	0.000
00050	00000347	ZH1234925	09/25/2007	0000000012		No Match				3MCOMPANY-001	USD	500,000	0.000	0.000	0.000
00050	00000349	INVOICE12345656	09/25/2007	0000000012		No Match				3MCOMPANY-001	USD	499,000	0.000	0.000	0.000
00050	00000350	MPABC1234	09/25/2007	0000000012		No Match				3MCOMPANY-001	USD	501,000	0.000	0.000	0.000
00050	00000351	ZH123925	09/25/2007	0000000012		No Match				3MCOMPANY-001	USD	501,000	0.000	0.000	0.000
00050	00000352	ZHTestBP_AM17	09/25/2007	0000000046		No Match				PRINTERSSU-001	USD	100,000	100,000	0.000	0.000
00050	00000353	MP8500012	09/26/2007	0000000012		No Match				3MCOMPANY-001	USD	900,000	0.000	0.000	0.000

APSC04

Step 5.

Scroll to the right to see the rest of the information.

Expected Results: Fields displayed.

Customize Find View 100 First 1-100 of 300 Last																	
Gross Invoice Amount	Voucher Unpaid Balance	Unapplied Prepayments	Total Non-Merch	Entered VAT	Gross Amount Paid	Net Amount Voucher Paid	Vendor Loc	Detail Lines	Post Status	Approval Status	Close Status	Origin	Due Date	Acctg Date	Entered on	Budget Header Status	Budget Misc Status
5,000	0.000	0.000	0.000	0.000	5,000	5,000 Regular	000003		Posted	Approved	Open	PYM	09/01/2007	09/20/2007	09/20/2007	Valid	Valid
5,000	0.000	0.000	0.000	0.000	5,000	5,000 Regular	000003		Posted	Approved	Open	PYM	10/26/2007	09/21/2007	09/21/2007	Valid	Valid
100,000	0.000	0.000	0.000	0.000	100,000	100,000 Regular	000003		Posted	Approved	Open	PYM	10/26/2007	09/21/2007	09/21/2007	Valid	Valid
15,000	0.000	0.000	0.000	0.000	15,000	15,000 Regular	000003		Posted	Approved	Open	PYM	09/01/2007	09/23/2007	09/23/2007	Valid	Valid
10,000	0.000	0.000	0.000	0.000	10,000	10,000 Regular	000003		Posted	Approved	Open	PYM	10/29/2007	09/24/2007	09/24/2007	Valid	Valid
5,000	0.000	0.000	0.000	0.000	5,000	5,000 Regular	000003		Posted	Approved	Open	PYM	10/29/2007	09/24/2007	09/24/2007	Valid	Valid
5,000	0.000	0.000	0.000	0.000	5,000	5,000 Regular	000003		Posted	Approved	Open	PYM	10/29/2007	09/24/2007	09/24/2007	Valid	Valid
5,000,000	0.000	0.000	0.000	0.000	5,000,000	5,000,000 Regular	000003		Posted	Approved	Open	PYM	09/24/2007	09/24/2007	09/24/2007	Valid	Valid
500,000	0.000	0.000	0.000	0.000	500,000	500,000 Regular	000003		Posted	Approved	Open	PYM	10/30/2007	09/25/2007	09/25/2007	Valid	Valid
499,000	0.000	0.000	0.000	0.000	499,000	499,000 Regular	000003		Posted	Approved	Open	PYM	10/30/2007	09/25/2007	09/25/2007	Valid	Valid
501,000	0.000	0.000	0.000	0.000	501,000	501,000 Regular	000003		Posted	Approved	Open	PYM	10/30/2007	09/25/2007	09/25/2007	Valid	Valid
501,000	0.000	0.000	0.000	0.000	501,000	501,000 Regular	000003		Posted	Approved	Open	PYM	10/30/2007	09/25/2007	09/25/2007	Valid	Valid
100,000	100,000	0.000	0.000	0.000	0.000	0.000 Regular	000001		Unposted	Approved	Open	PYM	09/25/2007	09/25/2007	09/25/2007	Not Chkd	Valid
900,000	0.000	0.000	0.000	0.000	900,000	900,000 Regular	000003		Posted	Approved	Open	PYM	10/31/2007	09/26/2007	09/26/2007	Valid	Valid

APSC05

Step 6.

Find **Voucher ID** 00000345.

Click  next to Voucher ID 00000345 in the **Accounting Entries** column.

Expected Results: Another window opens and **Voucher Accounting Entries** page displays.

Voucher Accounting Entries

*Business Unit: 00050

Voucher ID: 00000345

Invoice Number: 1000010404

*Accounting Line View Option: Standard

Show Foreign Currency

Search

Reset

Invoice Date: 09/24/2007

Vendor ID: 0000000012

Vendor Name: 3M COMPANY

Accounting Information

Find | View All

First 1 of 2 Last

Posting Process: AP Accrual

GL Dist Status: Distributed

Customize | Find | View All

First 1-2 of 2 Last

Main Information

Chartfields

Journal

Description	Monetary Amount	Currency Code	Ledger	GL Unit
Accounts Payable	-5,000.000	USD	ACTUALS	00050
Expense Distribution	5,000.000	USD	ACTUALS	00050

APSC06

Step 7.

Click  to display all fields.

Expected Results: Fields displayed.

Accounting Information

Posting Process: AP Accrual

GL Dist Status: Distributed

Expand

Description	Monetary Amount	Currency Code	Ledger	GL Unit	Tax Authority	Fund Code	Account	Program	Department	Budget Reference	PC Business Unit	Project	Activity	Source Tr
Accounts Payable	-5,000.000	USD	ACTUALS	00050			201000							
Expense Distribution	5,000.000	USD	ACTUALS	00050			110000							




APSC07

Step 8.

Close the window and go back to the original window.

Click  for **Voucher ID** 00000345 under the **Payment Information** column.





Expected Results: Payment details page displays.

				Back To Voucher Inquiry						
Business Unit:	00050	Voucher ID:	00000345	Invoice Number:	1000010404					
Vendor Name:	3M COMPANY			Vendor Location:	000003					
Gross Invoice Amount:	5,000.000			Transaction Currency:	USD					
Details							Customize Find View All 	First  1 of 1  Last		
Bank SetID	Bank Code	Bank Account	Payment Reference ID	Applied Business Unit	Applied Voucher ID	Payment Date	Payment Amount	Payment Currency	Voucher Paid Amount	Payment Status
STIND	AOS	AOS	11000063			10/04/2007	5,000.000	USD	5,000.000	Paid

APSC08**Step 9.**

Click link for **Payment Reference ID** 11000063 .

Expected Results: Payment Inquiry Result page displays.

Payment Inquiry Result Customize Find View All  First  1 of 1  Last									
Payment Details		Additional Info		Vendor Details		Financial Gateway 			
<u>Source</u>	<u>Payment Reference ID</u>	<u>Payment Method</u>	<u>Amount</u>	<u>Currency</u>	<u>Creation Date</u>	<u>Payment Date</u>	<u>Payment Status</u>	<u>Reconciliation Status</u>	<u>Reconcile Date</u>
VCHR	11000063	Check	5,000.000	USD	10/04/2007	10/04/2007	Paid	Unrecon	

APSC09

Step 10.

Click Payment Reference ID **11000063**.

Expected Results: **Vouchers For a Payment** page displays.



Vouchers For a Payment

Bank Name: Auditor Of State

Bank Account #: 8000002

Pay Cycle: PCMSA Seq Num: 2

Vendor Name: 3M COMPANY

Address: 2807 PAYSHERE CIRCLE

CHICAGO IL 60674 USA

Payment Amount: 5,000.000 USD

Description:

Payment Method: CHK

[Back To Payment Inquiry](#)

Pymnt Ref ID: 11000063

Accounting Date: 10/04/2007

Payment Date: 10/04/2007

Days Outstanding: 76

Payment Clear Date:

Reconcile Date:

Value Date: 10/04/2007

Customize | Find | View All | First 1 of 1 Last

Business Unit	Voucher ID	Advice Seq	Advice Date	Invoice Number	Gross Paid Amount	Paid Amount	Currency	Discount Taken	Late Charge	Source
00050	00000345	1	09/24/2007	1000010404	5,000.000	5,000.000	USD			Accounts Payable Vouchers

APSC10

Exercise complete.

Exercise 2: Payments Inquiry

Navigation

Accounts Payable >> Review Accounts Payable Info >> Payments >> Payment

Add a New Value

Inquiry Name: "Your initials"_PAYMENTS

Payments Detailed Information


Bank Setid:	STIND
Bank Code:	AOS
Bank Account:	AOS
Remit Vendor:	0000000012

Additional Instructions:

Click to find results.
Click all tabs under Payment Inquiry Result.
Click on Payment Reference ID link to see specific payment information.

Results

If your screens don't reflect the ones below, please notify the instructor.

Payment Inquiry Result									
Payment Details		Additional Info	Vendor Details	Financial Gateway		Customize Find View 100  First 1-50 of 123 Last			
Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile Date
VCHR	11000043	Check	5.000	USD	09/21/2007	09/21/2007	Paid	Unrecon	
VCHR	11000044	Check	100.000	USD	09/23/2007	09/23/2007	Paid	Unrecon	
VCHR	11000045	Check	15.000	USD	09/23/2007	09/21/2007	Paid	Unrecon	
VCHR	11000047	Check	5.000	USD	09/24/2007	09/24/2007	Paid	Unrecon	
VCHR	11000048	Check	10.000	USD	09/24/2007	09/24/2007	Paid	Unrecon	
VCHR	11000049	Check	5.000	USD	09/24/2007	09/24/2007	Paid	Unrecon	
VCHR	11000050	Check	5.000	USD	09/24/2007	09/24/2007	Paid	Unrecon	
VCHR	11000052	Check	500.000	USD	09/25/2007	09/25/2007	Paid	Unrecon	
VCHR	11000060	Check	51.000	USD	10/04/2007	10/04/2007	Paid	Unrecon	
VCHR	11000061	Check	2,000.000	USD	10/04/2007	10/04/2007	Paid	Unrecon	
VCHR	11000062	Check	1,000.000	USD	10/04/2007	10/04/2007	Paid	Unrecon	
VCHR	11000063	Check	5,000.000	USD	10/04/2007	10/04/2007	Paid	Unrecon	
VCHR	11000064	Check	499.000	USD	10/04/2007	10/04/2007	Paid	Unrecon	
VCHR	11000065	Check	501.000	USD	10/04/2007	10/04/2007	Paid	Unrecon	
VCHR	11000066	Check	501.000	USD	10/04/2007	10/04/2007	Paid	Unrecon	
VCHR	11000067	Check	900.000	USD	10/04/2007	10/04/2007	Paid	Unrecon	
VCHR	11000068	Check	1,000.000	USD	10/08/2007	10/08/2007	Paid	Unrecon	
VCHR	11000070	Check	1,000.000	USD	10/09/2007	10/09/2007	Paid	Unrecon	
VCHR	11000071	Check	1,000.000	USD	10/09/2007	10/09/2007	Paid	Unrecon	
VCHR	11000072	Check	510.000	USD	10/09/2007	10/09/2007	Paid	Unrecon	
VCHR	11000073	Check	2,000.000	USD	10/09/2007	10/09/2007	Paid	Unrecon	
VCHR	11000076	Check	501.000	USD	10/09/2007	10/09/2007	Paid	Unrecon	
VCHR	11000077	Check	501.000	USD	10/09/2007	10/09/2007	Paid	Unrecon	
VCHR	11000078	Check	501.000	USD	10/09/2007	10/09/2007	Paid	Unrecon	

APSC11

Vouchers For a Payment

Bank Name: Auditor Of State

Bank Account #: 8000002

Pay Cycle: ZHPAY1 Seq Num: 9

Vendor Name: 3M COMPANY

Address: 2807 PAYSHERE CIRCLE

CHICAGO IL 60674 USA

Back To Payment Inquiry

Pymnt Ref ID: 11000044

Accounting Date: 09/23/2007

Payment Date: 09/23/2007

Days Outstanding: 88

Payment Clear Date:

Reconcile Date:

Value Date: 09/23/2007

Payment Amount: 100.000 USD Payment Method: CHK

Description:

Business Unit									
Business Unit		Voucher ID	Advice Seq	Advice Date	Invoice Number	Gross Paid Amount	Paid Amount	Currency	Discount Taken
00050		00000338	1	09/21/2007	ZHPOVoucherTest	100.000	100.000	USD	
		Accounts Payable Vouchers							

APSC12

Exercise 3: Accounting Entries

Navigation

[Accounts Payable](#) >> [Review Accounts Payable Info](#) >> [Vouchers](#) >> [Accounting Entries](#)

Accounting Entries Detailed Information

Business Unit: 00050
Voucher ID: 00000764

Additional Instructions:

Click to find results.

Results

If your screen doesn't reflect the one below, please notify the instructor.

Voucher Accounting Entries

*Business Unit: 00050

Voucher ID: 00000764

Invoice Number: 998877

*Accounting Line View Option: Standard

Show Foreign Currency

Search

Reset

Invoice Date: 11/08/2007

Vendor ID: 0000000022

Vendor Name: AIR TECH INC

Accounting Information

Posting Process: AP Accrual

GL Dist Status: None

Description	Monetary Amount	Currency Code	Ledger	GL Unit	Tax Authority	Fund Code	Account	Program	Department	Budget Reference	PC Business Unit	Project	Ac
Accounts Payable	-250.000	USD	ACTUALS	00050		10020	201000	10000	007000	2008			
expenses	250.000	USD	ACTUALS	00050		10020	530200	10000	007000	2008			

APSC13

Exercise 4: Document Status

Navigation

[Accounts Payable >> Review Accounts Payable Info >> Vouchers >> Document Status](#)

Accounting Entries Detailed Information

Business Unit: 00050
Voucher ID: 00000340

Additional Instructions:

Click to find results.

Results

If your screen doesn't reflect the one below, please notify the instructor.

Voucher Document Status

Business Unit: 00050

Voucher ID: 00000340

Document Type: Voucher

Invoice ID: X123984

Invoice Date: 09/24/2007

Document Tolerance Status: Valid

Gross Amount: 10.000 USD

Approval Status: Approved

Budget Status: Valid


Vendor ID: 0000000012



Location: 000003

3MCOMPANY-001


Match Status: No Match





Associated Document

Customize | Find | View All | 

First  1-4 of 4  Last

Documents

Related Info 

SetID	Business Unit	DOC ID	Document Type	Status	Document Date	Vendor ID	Location	
STIND		<u>0000000294</u>	Payment	Posted	09/24/2007	0000000012	000003	
	00050	<u>0008500008</u>	PO	Dispatched	09/24/2007	0000000012	000003	
	00050	<u>0000000052</u>	Receipt	Received	09/24/2007	0000000012	000003	
	00050	<u>0000000721</u>	REQ	Approved	09/24/2007			

APSC14

[Start Exercise](#)

Exercise 5: Accounts Payable – Voucher Register

Step 1.

Navigate to the following menu path:

[Accounts Payable >> Reports >> Vouches >> Voucher Register >>
Add a New Value](#)

Expected Results: Add a New Value page displays.

The screenshot shows the 'Voucher Register' page with the 'Add a New Value' tab selected. It features a 'Run Control ID' text box, an 'Add' button, and a footer with links for 'Find an Existing Value' and 'Add a New Value'.

APSC15

Step 2.

Enter the following information:

Inquiry Name: **"Your initials"_VCHR_REGISTER** (e.g. LMS_VCHR_REGISTER)

Click

Expected Results: Voucher Register page displays.

The screenshot shows the 'Voucher Register' page with the 'Run' button clicked. The 'Run Control ID' is 'LMS_VCHR_REGISTER' and the 'Language' is 'English'. The 'Report Request Parameters' section includes 'Business Unit' (00050), 'Date Range' (From Date: 12/24/2007, Through Date: 12/24/2007), and 'Print Options' (Print Voucher Line, Print Distribution Line).

APSC16

Step 3.

Enter or Select the following information:

Business Unit: 00050
From Date: 11/01/07
Through Date: 11/30/07

Expected Results: Correct data entry.

Voucher Register

Run Control ID: LMS_VCHR_REGISTER

Report Manager

Process Monitor

Run

Language: English

Report Request Parameters

Business Unit: 00050

Date Range

From Date: 11/01/2007

Through Date: 11/30/2007

Print Options

☐ Print Voucher Line

☐ Print Distribution Line

APSC17

Step 4.

Click

Run

Expected Results: Process Scheduler Request page displays.

Process Scheduler Request

User ID: APUSER68

Run Control ID: LMS_VCHR_REGISTER

Server Name:

Run Date: 12/24/2007

Recurrence:

Run Time: 12:21:54PM

Time Zone:

Reset to Current Date/Time

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Voucher Register	APY1010-	Crystal	Web	PDF	Distribution

APSC18

Step 5.

Click  .

Expected Results: Voucher Register Report page displays.

Step 6.

Click [Process Monitor](#) to see process running.

Expected Results: Process Monitor page displays.

Process List

Server List

View Process Request For

User ID: APUSER68

Type:

Last: 1 Days

Refresh

Server:

Name:

Instance:

to

Run Status:

Distribution Status

Save On Refresh

Process List

Customize | Find | View All |

First 1-2 of 2 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Control ID	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	3347983		Crystal	APY1010-	APUSER68	LMS_VCHR_REGISTE R	12/24/2007 12:21:54PM IND	Success	Posted	Details

APSC19

Step 7.

When **Run Status** is **Success** and **Distribution Status** is **Posted**, the report can be viewed.

Click [Details](#).

Expected Results: Process Detail page displays.

Process Detail

Process

Instance: 3347983

Type: Crystal

Name: APY1010-

Description: Voucher Register

Run Status: Success

Distribution Status: Posted

Run

Update Process

Run Control ID: LMS_VCHR_REGISTER

Location: Server

Server: PSNT

Recurrence:

☐ Hold Request

☐ Queue Request

☐ Cancel Request

☐ Delete Request

☐ Restart Request

Date/Time

Actions

Request Created On: 12/24/2007 12:23:45PM IND

Run Anytime After: 12/24/2007 12:21:54PM IND

Began Process At: 12/24/2007 12:24:29PM IND

Ended Process At: 12/24/2007 12:24:53PM IND

[Parameters](#)

[Transfer](#)

[Message Log](#)

[Batch Timings](#)

[View Log/Trace](#)

OK

Cancel

APSC20

Step 8.

Click [View Log/Trace](#) .

Expected Results: **View Log/Trace** page displays.

View Log/Trace

Report

Report ID: 1762064

Process Instance: 3347983

[Message Log](#)

Name: APY1010-

Process Type: Crystal

Run Status: Success

Voucher Register

Distribution Details

Distribution Node: HTTP

Expiration Date: 12/31/2007

File List

Name	File Size (bytes)	Datetime Created
APY1010- 3347983.PDF	81,855	12/24/2007 12:24:53.750000PM IND
CRW APY1010- 3347983.log	0	12/24/2007 12:24:53.750000PM IND
pssqltrace.trc	506	12/24/2007 12:24:53.750000PM IND

Distribute To

Distribution ID Type	*Distribution ID
User	APUSER68

Return

APSC21

Step 9.

Find the .PDF file. (e.g. [APY1010- 3347983.PDF](#)).

Click on the link and the report will open.

Expected Results: **Voucher Register Report** displays.

Report ID: APY1010

PeopleSoft Accounts Payable
VOUCHER REGISTER

Page No. 1
Run Date 12/24/2007
Run Time 12:18:58 PM

Business Unit: 00050

For the period: 01.Nov.2007 through 30.Nov.2007

Voucher Header Information

Entered Dt	Voucher ID	Invoice ID	Invoice Dt	Vendor ID	Vendor Name	Origin	Operator	Entry Stat	Acctg Dt	Post Stat	Dist Cntrl ID
Nov/07/2007	00000754	cm8888	Nov/01/2007	0000000012	3M COMPANY	PYM	JHODGES	Postable	Nov/07/2007	Posted	STANDARD
Approval Stat	Currency	Rate Type	Exchange Rate	Gross Amt	Discount Amt	Use Tax	Sales Tax	Freight Amt	Misc Amt	Net Due Dt	Discount Due Dt
Approved	USD	CRRNT	1.000000000	-10.00	0.00	0.00	0.00	0.00	0.00	Nov/01/2007	
Document Type	Document Date	Document Sequence	VAT Trans Type	VAT Amount	VAT Exception Type	VAT Certificate ID	Priorate	S U F M	Pay Terms	Upon Rec	
				0.00				Y Y Y N			

Entered Dt	Voucher ID	Invoice ID	Invoice Dt	Vendor ID	Vendor Name	Origin	Operator	Entry Stat	Acctg Dt	Post Stat	Dist Cntrl ID
Nov/07/2007	00000755	123456	Oct/29/2007	0000000012	3M COMPANY	PYM	JHODGES	Postable	Nov/07/2007	Posted	STANDARD
Approval Stat	Currency	Rate Type	Exchange Rate	Gross Amt	Discount Amt	Use Tax	Sales Tax	Freight Amt	Misc Amt	Net Due Dt	Discount Due Dt
Approved	USD	CRRNT	1.000000000	10,000.00	0.00	0.00	0.00	0.00	0.00	Oct/29/2007	
Document Type	Document Date	Document Sequence	VAT Trans Type	VAT Amount	VAT Exception Type	VAT Certificate ID	Priorate	S U F M	Pay Terms	Upon Rec	
				0.00				Y Y Y N			

Entered Dt	Voucher ID	Invoice ID	Invoice Dt	Vendor ID	Vendor Name	Origin	Operator	Entry Stat	Acctg Dt	Post Stat	Dist Cntrl ID
Nov/07/2007	00000756	CM64758	Nov/01/2007	0000000012	3M COMPANY	PYM	MADNISON	Postable	Nov/07/2007	Posted	STANDARD
Approval Stat	Currency	Rate Type	Exchange Rate	Gross Amt	Discount Amt	Use Tax	Sales Tax	Freight Amt	Misc Amt	Net Due Dt	Discount Due Dt
Approved	USD	CRRNT	1.000000000	-10.00	0.00	0.00	0.00	0.00	0.00	Nov/07/2007	
Document Type	Document Date	Document Sequence	VAT Trans Type	VAT Amount	VAT Exception Type	VAT Certificate ID	Priorate	S U F M	Pay Terms	Upon Rec	
				0.00				Y Y Y N			

APSC22

Exercise complete.

[Start Exercise](#)

Exercise 6: Accounts Payable – SOIAP016 Query

Step 1.

Navigate to the following menu path:

[Reporting Tools](#) >> [Query](#) >> [Query Viewer](#)

Expected Results: [Query Viewer](#) page displays.

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

***Search By:** begins with

[Advanced Search](#)

APSC23

Step 2.

Enter the following information:

Query Name: **SOIAP016**

Click **Add** .

Expected Results: SOIAP016 page displays.

Query Viewer
Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By:

Query Name

 begins with

SOIAP016

Search

Advanced Search

Search Results

*Folder View:

-- All Folders --

Query				Customize Find View All <div></div>				First <div></div> 1 of 1 <div></div> Last			
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites				
SOIAP016	Payments by Vendor/Fund_Center	Public	AP - ACCOUNTS PAY	HTML	Excel	Schedule	Favorite				

APSC24

Step 3.

Click **Excel** next to the **SOIAP016** query.

Expected Results: New window opens and Query parameters page displays.

Unit:

Vendor ID:

View Results

Unit	Vendor	Vendor Name	Voucher #	Invoice #	Invoice Date	Paid Amount	Payment Date	Check #	Bank	Bank Account	Fund	Program
------	--------	-------------	-----------	-----------	--------------	-------------	--------------	---------	------	--------------	------	---------

APSC25

Step 4.

Enter or Select the following information:

Business Unit: 00050
Vendor ID: 0000000012 (8 zeros)

Expected Results: Correct data entry.

Unit:

Vendor ID:

View Results

APSC26

Step 5.

Click .

Expected Results: Query displays.

	A	B	C	D	E	F	G	H
1	Paym	136						
2	Unit	Vendor	Vendor Name	Voucher #	Invoice #	Invoice Date	Paid Amount	Payment
3	00050	0000000012	3M COMPANY	00000336	X12568	9/1/2007	5,000	9/
4	00050	0000000012	3M COMPANY	00000337	SABPOVoucher	9/21/2007	5,000	9/
5	00050	0000000012	3M COMPANY	00000338	ZHPOVoucherTest	9/21/2007	100,000	9/
6	00050	0000000012	3M COMPANY	00000339	321466	9/1/2007	15,000	9/
7	00050	0000000012	3M COMPANY	00000340	X123864	9/24/2007	10,000	9/
8	00050	0000000012	3M COMPANY	00000341	ZHPOVoucher	9/24/2007	5,000	9/
9	00050	0000000012	3M COMPANY	00000342	CSPOVoucher	9/24/2007	5,000	9/
10	00050	0000000012	3M COMPANY	00000345	1000010404	9/24/2007	5000,000	10
11	00050	0000000012	3M COMPANY	00000347	ZH1234925	9/25/2007	500,000	9/
12	00050	0000000012	3M COMPANY	00000349	INVOICE12346666	9/25/2007	499,000	10
13	00050	0000000012	3M COMPANY	00000350	MPABC1234	9/25/2007	501,000	10
14	00050	0000000012	3M COMPANY	00000351	ZH123925	9/25/2007	501,000	10
15	00050	0000000012	3M COMPANY	00000353	MP8500012	9/26/2007	900,000	10
16	00050	0000000012	3M COMPANY	00000361	223	10/3/2007	51,000	10
17	00050	0000000012	3M COMPANY	00000362	10190	10/3/2007	1000,000	10
18	00050	0000000012	3M COMPANY	00000363	10103	10/3/2007	1000,000	10
19	00050	0000000012	3M COMPANY	00000364	ZH10103	10/3/2007	1000,000	10
20	00050	0000000012	3M COMPANY	00000365	MP10103	10/3/2007	1000,000	10
21	00050	0000000012	3M COMPANY	00000366	1010312	10/3/2007	1000,000	10
22	00050	0000000012	3M COMPANY	00000371	101090ADJ	10/3/2007	2000,000	10
23	00050	0000000012	3M COMPANY	00000372	10103ADJ	10/3/2007	2000,000	10
24	00050	0000000012	3M COMPANY	00000374	MEP10103ADJ	10/3/2007	2000,000	10
25	00050	0000000012	3M COMPANY	00000375	aaaaa10103	10/3/2007	2000,000	10
26	00050	0000000012	3M COMPANY	00000380	ZH10103ADJ	10/3/2007	2000,000	10
27	00050	0000000012	3M COMPANY	00000387	124CASCHNEI	10/4/2007	1000,000	10
28	00050	0000000012	3M COMPANY	00000388	10103MSA	10/4/2007	1000,000	10
29	00050	0000000012	3M COMPANY	00000390	ZH10082007	10/8/2007	1000,000	10
30	00050	0000000012	3M COMPANY	00000391	ZH9876567	10/9/2007	510,000	10

APSC27

Exercise complete.

Exercise 7:
SOIAP008 – Verify Pending Vouchers Query

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Navigation

Accounts Payable >> Vouchers >> Verify Pending Vouchers

Query Parameters

Business Unit: 00050
Origin: PYM

Additional Instructions:

Click [View Results](#) to find results.

Results

If your screen doesn’t reflect the one below, please notify the instructor.

	A	B	C	D	E	F	G	H
1	Verify V	97						
2	Origin	Voucher	PS Vendor #	Vendor Name	AOS FID #	Invoice #	Inv Date	PO No.
3	PYM	00000352	0000000046	PRINTERS SUPPLY OF IND INC	351050029-	ZHTestBP_AM17	9/25/2007	
4	PYM	00000352	0000000046	PRINTERS SUPPLY OF IND INC	351050029-	ZHTestBP_AM17	9/25/2007	
5	PYM	00000390	0000000005	1ST QUALITY PRINTING CENTER	No Auditor of State Payment	CS1234	10/2/2007	0008500
6	PYM	00000399	0000000466	UNISOURCE	135369500-08	MA1234	10/4/2007	0005616
7	PYM	00000432	0000000012	3M COMPANY	No Auditor of State Payment	5000787111bl9	10/10/2007	
8	PYM	00000432	0000000012	3M COMPANY	No Auditor of State Payment	5000787111bl9	10/10/2007	
9	PYM	00000441	0000000012	3M COMPANY	410417775-	SD101007	10/10/2007	
10	PYM	00000442	0000000724	TERRE HAUTE TYPEWRITER INC	352119789-	MEP1010330	10/10/2007	0007517
11	PYM	00000448	0000000012	3M COMPANY	410417775-	23445	10/10/2007	
12	PYM	00000450	0000000012	3M COMPANY	410417775-	8997	10/10/2007	
13	PYM	00000451	0000000012	3M COMPANY	410417775-	7398209	10/10/2007	
14	PYM	00000451	0000000012	3M COMPANY	410417775-	7398209	10/10/2007	
15	PYM	00000452	0000000012	3M COMPANY	410417775-	ZH6545654	10/10/2007	0008500
16	PYM	00000459	0000000012	3M COMPANY	410417775-	1416162136562	10/11/2007	
17	PYM	00000460	0000000012	3M COMPANY	410417775-	1241545325	10/11/2007	
18	PYM	00000461	0000000012	3M COMPANY	410417775-	2354325	10/11/2007	
19	PYM	00000462	0000000012	3M COMPANY	410417775-	4251345	10/11/2007	
20	PYM	00000463	0000000012	3M COMPANY	410417775-	92389932	10/11/2007	
21	PYM	00000464	0000000012	3M COMPANY	410417775-	ZH12345	10/11/2007	
22	PYM	00000465	0000000012	3M COMPANY	410417775-	ZH23456	10/11/2007	
23	PYM	00000466	0000000012	3M COMPANY	410417775-	1012K	10/11/2007	
24	PYM	00000466	0000000012	3M COMPANY	410417775-	1012K	10/11/2007	
25	PYM	00000467	0000000012	3M COMPANY	410417775-	ZH34567	10/11/2007	
26	PYM	00000468	0000000012	3M COMPANY	410417775-	ZH45678	10/11/2007	
27	PYM	00000469	0000000012	3M COMPANY	410417775-	ZH67890	10/11/2007	
28	PYM	00000470	0000000012	3M COMPANY	410417775-	ZH89012	10/11/2007	
29	PYM	00000471	0000000012	3M COMPANY	410417775-	ZH234566	10/11/2007	
30	PYM	00000472	0000000012	3M COMPANY	410417775-	ZH5678987	10/11/2007	

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